

Low Carbon Transit Operations Program (LCTOP)

PROJECT DESCRIPTION AND ALLOCATION REQUEST (SUMMARY)

Project Information:

Lead Agency:	City of Petaluma
Project Name:	Petaluma Transit: Weekday Afternoon Service Enhancements
Project Type: <i>See Attachment A</i>	A2: Expand/Enhance transit service
Description of Project (Short):	Addition of service to the afternoon Routes 2 and 11 in order to increase service frequency and reliability.
Project Location:	Petaluma, CA
Project Start Date (anticipated):	6/1/2016
Project End Date (anticipated):	8/15/2017

Funding Information:

Funding Year:	FY16
Requested Amount of PUC 99313:	\$59,618
Requested Amount of PUC 99314:	\$2,792
Total LCTOP Funding:	\$62,410
Total Project Cost:	\$67,500

Project Benefits:

Greenhouse Gas Benefits (off of worksheet)

Estimated GHG Reduction:	0.0007
Project Life:	15.5 months
Estimated Total GHG Reduction:	0

Disadvantaged Communities (DAC) Benefits:

Does your service area have a DAC?	No
Does the Project Benefit a DAC?	No
Identify the DAC Census Tracts?	N/A
Identify Specific DAC Benefit Criteria? <i>See Attachment B</i>	
Qualitative Description of DAC Benefit?	N/A
Describe the DAC Need Project Addresses?	N/A
Total GGRF \$ Allocated to DAC	0

Co-benefit

Critical Air Pollution Reduction:	
VMT Reduction:	More frequent and reliable transit service creates an incentive for mode switch from auto to transit.
Ridership Increase	Yes, the project is expected to increase ridership on Routes 2 and 11 due to increases in service frequency and reliability.
Fuel Ues Reduction:	More frequent and reliable transit service creates an incentive for mode switch from auto to transit.

Effective 11/15

Energy Use Reduction:

Low Carbon Transit Operations Program (LCTOP)

PROJECT DESCRIPTION AND ALLOCATION REQUEST (ALLOCATION)

Regional Entity:		MTC
Project Lead: City of Petaluma	County: Sonoma	
Project Title: Petaluma Transit: Weekday Afternoon Service Enhancements		

Project Lead:

I certify the scope, cost, schedule, and benefits as identified in the attached Allocation Request (Request) and attachments are true and accurate and demonstrate a fully funded operable project. I understand the Request is subject to any additional restrictions, limitations or conditions that may be enacted by the State Legislature, including the State's budgetary process and/or auction receipts. In the event the project cannot be completed as originally scoped, scheduled and estimated, or the project is terminated prior to completion, project lead shall, at its own expense, ensure that the project is in a safe and operable condition for the public. I understand this project will be monitored by the California Department of Transportation - Division of Rail and Mass Transportation.

Name: Joseph Rye

Signature:

Title: Transit Division Manager

Agency: City of Petaluma

Date: 1/19/2016

Amount: ~~\$62,410~~ \$2,792

Contributing Sponsor(s):

*If this project includes funding from more than one project sponsor, the project lead above becomes the "recipient agency" and the additional contributing project sponsor(s) must also sign and state the amount and type of LCTOP funds (PUC Sections 99313 and 99314) contribution. Sign below or **attach a separate officially signed letter providing that information. If there is more than one contributing sponsor, please submit additional page, or a letter from the additional contributors.**

Name:

Alix Bockelman

Signature:

Title:

Deputy Executive Director, Policy

Agency:

MTC

Date:

Amount:

\$59,618

Low Carbon Transit Operations Program (LCTOP)

PROJECT DESCRIPTION AND ALLOCATION REQUEST (FUNDING)

	<i>LCTOP Allocation</i>	<i>15/16</i>	<i>16/17</i>	<i>17/18</i>
Request Amount per PUC 99313:		\$59,618	\$0	\$0
Request Amount per PUC 99314:		\$2,792	\$0	\$0
Total Project Allocation Request:		\$62,410	\$0	\$0
Project Title:	Petaluma Transit: Weekday Afternoon Service Enhanc			
Project Location/Address:	Petaluma, CA			

Table 1: Project Lead Information

		Legislative District Numbers	
Agency Name:	City of Petaluma	Assembly:	
Contact Person:	Joseph Rye	Senate:	
Contact Phone #:	707-778-4421	Congressional:	
Email Address:	jrye@ci.petaluma.ca.us	Amount:	PUC Funds Type:
Address:	555 N. McDowell Blvd.	\$	59,618 99313
	Petaluma, CA 94954	\$	2,792 99314 62409

Table 2: Contributing Sponsor Information

Name:	MTC	Amount :	PUC Fund Type:
Contact:	Melanie Choy	\$	59,618 99313
Contact Phone #:	510-817-5607	\$	
Email Address:	mchoy@mtc.ca.gov		
Address:	101 - 8TH ST, OAKLAND CA 94607		
Other Contributing Sponsors: (Attach sheet with contact information)		Amount:	PUC Fund Type:
Name:		\$	
Name:		\$	
Name:		\$	

TOTAL \$62,410

(*Contributing project sponsors provide signed letters of verification as to amount and eligibility or sign cover page)

Low Carbon Transit Operations Program (LCTOP)

PROJECT DESCRIPTION AND ALLOCATION REQUEST (PROJECT)

Table 3: Type of Project

See Attachment A for category of project (example: Category 1A Implement new or expanded transit service (for new routes or expansion of existing routes).

Operations Projects				Capital Projects			
	A1		Ai		B1		Bi
X	A2		Aii		B2		Bii
	A3		Aiii		B3		Bii
	A4		Aiv		B4		
	A5						

Table 4: Project Summary

a) Project Description - Describe the project in your own words, using comprehensive overall project description regarding improvements to be made, increased level of service and performance goals.

Petaluma Transit Routes 11 and 2 are the most popular routes in the system, and are interlined, which allows passengers to “transfer” without physically leaving the bus. The Route 2/11 is currently provided by 2 buses operating on a 60 minute cycle (30 minute headways). However, due to increasing traffic congestion in Petaluma, as well as increasing ridership over the past five years, the route is often running behind, particularly during the afternoon hours.

Petaluma Transit could solve the afternoon on-time problems *and* increase service quality in the eyes of its riders by adding two more buses into the 2/11 block during a period each weekday afternoon. Running time cycles would be elongated to 80 minutes (40 on each route segment) during this PM peak schedule. Adding this service should improve both the frequency and reliability of the system's most popular routes, thereby making it a more appealing service for the rider. This project has a performance goal of 90% OTP and an 10% increase in overall route ridership.

b) Project Location - Describe the location of the project. Also provide an 8 1/2" X 11" project site map that shows the transit service area and project location. Use link to CalEPA website for information, <http://www.calepa.ca.gov/EnvJustice/GHGInvest/default.htm>.

Route 11 provides a connection between the east and west sides of Petaluma, linking up with Route 1 downtown at Fourth and C and the Transit Mall, with Route 24 at the Transit Mall, and with Routes 2, 3, and 33 at the Eastside Transit Center. The alignment serves Downtown via Washington Street, Keller, 4th & C, and D Street, then easterly from the Copeland Transit Mall, along Washington, serving the Library, Whole Foods, the Swim Center/Library, and the Eastside Transit Center (ETC) at the Washington Square (Safeway) Shopping Center.

Route 2 provides service to North McDowell Boulevard, from the Eastside Transit Center (ETC) at Maria Drive in the south, to Old Redwood Highway in the north. Located along this route are Petaluma Valley Hospital and adjacent medical offices, the Petaluma Health Center, a post office, several apartment complexes, retirement communities, and a major retail center.

c) Project Life - For capital projects, state the Useful Life of the Project. For operations project state the number of months service will operate.

Capital:

Operations: 15.5

Low Carbon Transit Operations Program (LCTOP)

PROJECT DESCRIPTION AND ALLOCATION REQUEST (BENEFITS/OUTCOMES)

Table 5: Description of Major Benefits/Outcomes

a) Greenhouse Gas Reduction - Describe how this project will reduce greenhouse gases and any assumptions or data that support this description. For example, "The expanded transit service will reduce VMT and greenhouse gas emissions by replacing auto trips with transit trips. Initial estimates indicate that the expansion could add 50 commuter bus riders per day to replace an average auto trip of 10 miles each way." If available, please provide the expected amount of VMT reductions and greenhouse gas reductions.

The expanded transit service will reduce VMT and greenhouse gas emissions by replacing auto trips with transit trips. Initial estimates indicate that the expansion could add 21,100 commuter bus riders per year to replace an average auto trip of 2 miles each way.

b) Increased Mode Share - Describe how this project will directly increase mode share.

The project will increase the frequency and reliability of the two most popular routes in the Petaluma Transit system, making it a more attractive option for the choice rider. Route 11 will also serve the new commuter rail station (SMART) to be commencing service in the fall of 2016. Offering more reliable and frequent service to this commuter rail station will help address the "last mile" transportation needs of these riders.

c) Disadvantaged Communities (DAC) Project Criteria

See Attachment B for DAC Criteria to Evaluate Projects (example: Category 1B Project provides transit incentives to residents with a physical address in a disadvantage community (e.g., vouchers, reduced fares, transit passes).

Low Carbon Transportation Projects

	1A		2A
	1B		2B
	1C		2C
	1D		

Transit Projects

	1A		1G		2E
	1B		1H		2F
	1C		2A		2G
	1D		2B		2H
	1E		2C		2I
	1F		2D		

d) Disadvantaged Communities (DAC) (if applicable*) - Describe how this project will directly benefit the DAC(s) within your service area in your own words. For agencies whose service area includes disadvantaged communities, at least 50 percent of the total moneys received shall be expended on projects that will benefit disadvantaged communities.

PROJECT DESCRIPTION AND ALLOCATION REQUEST (BENEFITS/OUTCOMES)

Table 5: Description of Major Benefits/Outcomes

e) Co-Benefits - Check all additional Benefits/Outcomes.

<input type="checkbox"/> Improved Safety	<input type="checkbox"/> Coordination with Educational Institutions
<input type="checkbox"/> Improved Public Health	<input type="checkbox"/> College/University <input type="checkbox"/> Grades K-12
<input type="checkbox"/> Reduced Operating/Maintenance Cost	<input type="checkbox"/> Promotes Active Transportation (walking, biking)
<input checked="" type="checkbox"/> Increase System Reliability	<input checked="" type="checkbox"/> Promotes integration with other modes of transportation
<input type="checkbox"/> Other Benefits (describe below)	

f) Co-Benefits - Describe benefits indicated above in d) and any other benefits not listed.

Table 6: Project Schedule

Capital Projects	
Begin Construction Phase (Contract Award)	
End Construction Phase (Contract Acceptance)	
Begin Vehicle/Equipment Order (Contract Award)	
End Vehicle/Equipment Order (Contract Acceptance)	
Begin Closeout Phase	
End Closeout Phase	

Operations Projects	
Begin expanded/enhanced transit services	6/1/2016
End expanded/enhanced transit services	8/15/2017
Begin Closeout Phase	8/15/2017
End Closeout Phase	10/31/2017

START DATE FOR LCTOP FUNDED PHASES MAY NOT PROCEED PROJECT APPROVAL LETTER.

Pre-construction costs (e.g design, environmental and right-a-way) are not eligible to be funded by LCTOP funds, they must be funded by other sources.

Low Carbon Transit Operations Program (LCTOP)

PROJECT DESCRIPTION AND ALLOCATION REQUEST (OPERATIONS DESCRIPTION)

Table 7: Operations Project Description

a) Describe the operating plan for this system.

Petaluma Transit would add two more buses into the 2/11 block during a period each weekday afternoon. Running time cycles would be elongated from 60 to 80 minutes (40 on each route segment) during this PM peak schedule.

b) Describe the fare structure for this system.

The fare structure would remain as is: \$1.50 for adults, \$1 for Students, \$.75 for Seniors/Disabled, with discounted monthly passes available for all fare types.

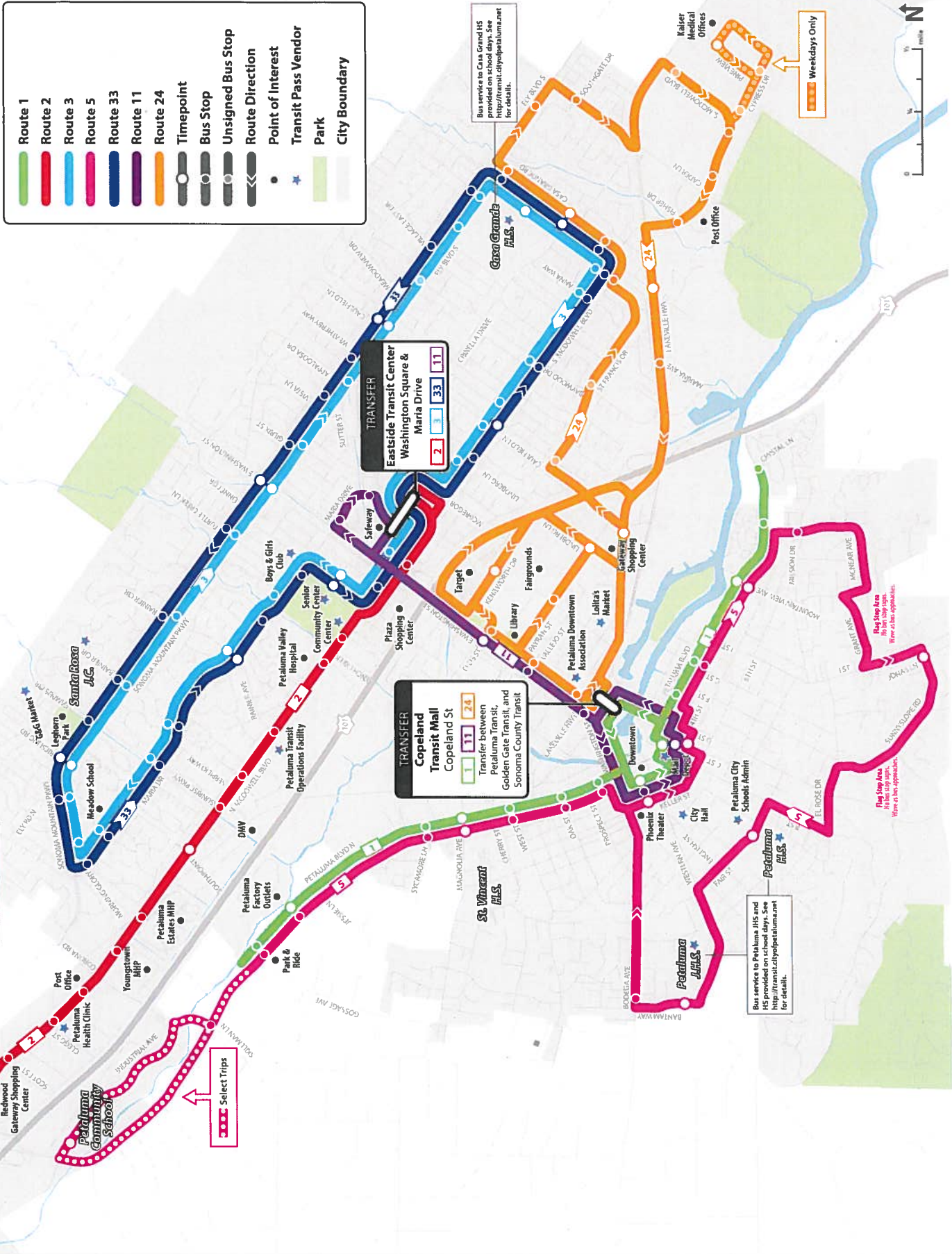
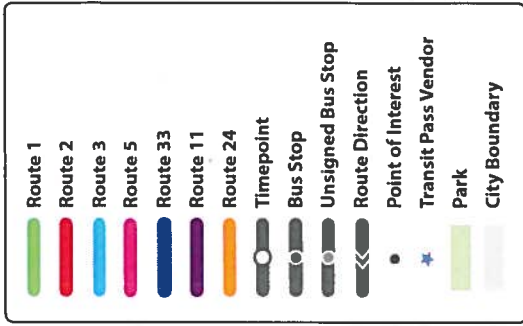
c) Describe the assumptions and process that were used to develop the ridership projections shown in the request.

For weekday school service, our systemwide average of 20 riders per revenue hour was multiplied by the number of school days. Non-school day ridership was assumed at 10 riders per revenue hour.

d) Describe the assumptions and process for how the operating cost projections were developed.

Operating costs were based on our current contract rate for revenue hours.

PetalumaTransit



Low Carbon Transit Operations Program TOTAL PROJECT COST AND FUNDING PLAN

The following Funding Plan has been reviewed and approved by the undersigned. It includes a complete list of funds for this project and is the total cost of the project, including LCTOP funds.

Person preparing this form (please type or print)
Joseph Rye

Phone:
707-778-4421

Date:
1/26/16

Approval Authority: Sign and date

Joseph Rye 1/26/16

Typed name and phone number:
Joseph Rye, 707-778-4421

Shaded fields are automatically calculated. Please do not fill these fields.

Proposed Total Project Cost								Project
Component	Prior	FY 16	FY 17	FY	FY	FY	FY	Total
PA&ED	0	0	0	0	0	0	0	0
PS&E	0	0	0	0	0	0	0	0
R/W	0	0	0	0	0	0	0	0
CON	0	0	0	0	0	0	0	0
Veh/Equip Purchase	0	0	0	0	0	0	0	0
Operations/Other	0	30,484	37,016	0	0	0	0	67,500
TOTAL	0	30,484	37,016	0	0	0	0	67,500

Low Carbon Transit Operations Program (LCTOP)								Total
Component	Prior	FY 16	FY 17	FY	FY	FY	FY	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Operations/Other		28,185	34,225					62,410
TOTAL	0	28,185	34,225	0	0	0	0	62,410

TDA 4.0								Total
Component	Prior	FY 16	FY 17	FY	FY	FY	FY	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Operations/Other		2,299	2,791					5,090
TOTAL	0	2,299	2,791	0	0	0	0	5,090

Funding Source:								Total
Component	Prior	FY 16	FY 17	FY	FY	FY	FY	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Operations/Other								0
TOTAL	0	0	0	0	0	0	0	0

Funding Source:								Total
Component	Prior	FY 16	FY 17	FY	FY	FY	FY	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Operations/Other								0
TOTAL	0	0	0	0	0	0	0	0



California Air Resources Board (ARB)
Greenhouse Gas Emission Reduction Calculator for the
California Department of Transportation (Caltrans)
Low Carbon Transit Operations Program (LCTOP)
Greenhouse Gas Reduction Fund
Fiscal Year 2015-16

The California Air Resources Board (ARB) is responsible for providing the quantification methodology to estimate greenhouse gas (GHG) emission reductions from projects receiving monies from the Greenhouse Gas Reduction Fund (GGRF).

This GHG emission reduction calculator accompanies the quantification methodology for the fiscal year (FY) 2015-16 GGRF Low Carbon Transit and Operations Program (LCTOP) available at: <http://www.arb.ca.gov/cc/capandtrade/auctionproceeds/finallctopqgm.pdf>

Applicants must use this calculator to estimate the GHG reductions associated with the LCTOP projects. **Refer to the quantification methodology document for background, step by step detailed instructions and examples.** To use this calculator, follow these steps:

Step 1 Identify the LCTOP proposed project type(s): The applicant must select at least one eligible project type from Tables 1 or 2 and may select additional project types from Tables 3 or 4.

Step 2 Determine the inputs needed: The applicant will use Tables 5 and 6 to determine the required project details needed for input into this calculator tool for the applicable project type selected in Step 1.

Step 3 Estimate GHG emission reductions: The applicant will enter the project details identified in Step 2 into this calculator tool to calculate the GHG emission reductions of the proposed project.

Read Me Tab (this page):

Enter the Project Name, Project ID and the contact information for person who can answer project specific questions from staff reviewers on the quantification calculations. The Project ID is assigned by Caltrans. This file will be submitted with other documentation requirements. Please use the following file naming convention: "[Project ID]_[Project Name]" not to exceed 20 characters. For example, if the application ID is "1-1C_001," the project name is "Transit BRT," and the file is the input file, the file name may be "1-1C_001Transit BRT." Project names may be abbreviated.

Project Name:	Petaluma Transit: Afternoon Service Enhancements
Project ID:	
Contact Name:	Joseph Rye
Contact Phone Number:	707-778-4421
Contact Email:	jrye@ci.petaluma.ca.us
Date Completed:	1/19/2016

Inputs Tab:

Headers in red indicate input needed by the project applicant. For each row, applicants must work from left to right and enter all relevant data. Some cells may not be applicable to the project. These cells will turn black and be locked based on inputs. Applicants should use as many rows as necessary to characterize all relevant features of the proposed project. Definitions are provided in the definitions tab, including how to determine Year 1, Year F, and adjustment factors. Inputs must be substantiated in the documentation provided to ARB; see Section C. Documentation of the quantification methodology.

Submit documentation: Save file for submittal. See Section C. Documentation of the quantification methodology for additional documentation requirements.

For more information on ARB's efforts to support implementation of GGRF investments, see: www.arb.ca.gov/auctionproceeds
Questions on this document should be forwarded to GGRFProgram@arb.ca.gov
Questions on the LCTOP program should be forwarded to LCTOPcomments@dot.ca.gov



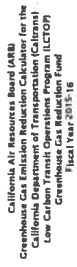
California Environmental Protection Agency
Air Resources Board

**California Air Resources Board (ARB)
 Greenhouse Gas Emission Reduction Calculator for the
 California Department of Transportation (Caltrans)
 Low Carbon Transit Operations Program (LCTOP)
 Greenhouse Gas Reduction Fund
 Fiscal Year 2015-16**

Project Name:	Petaluma Transit: Afternoon Service Enhancements
Project ID:	0

Inputs in **RED** must be filled out

Results	GHG Emissions (MTCO2e)	Description
Net GHG Benefits	(44.22)	Total GHG Emission Reductions (MTCO2e)
LCTOP Funds Requested (\$)	62,410.00	Funds requested per State Controller's Office Eligible list for FY 2015-16
Total LCTOP Funds Requested (\$)	62,410.00	Includes all LCTOP allocations the applicant intends to utilize (up to three FY allocations including FY 2015-16) for the proposed project. Use the State Controller's Office Eligible list for FY 2015-16 allocation funding amounts to estimate the subsequent funding allocations.
Total GGRF Funds Requested (\$)	62,410.00	Includes the Total LCTOP fund requested and any other GGRF Program monies
Total GHG Emission Reductions /Total GGRF Funds Requested (\$)	(0.0007)	The metric to be reported in the application.



Program 4 Transit Afternoon Service Enhancement;

Project ID: _____

Inputs into columns highlighted in YELLOW with **RED** headers are required fields dependent on project type (see quantization methodology)

Must be filled out from left to right

Figures 2 and 6b



DATE: February 22, 2016

TO: Honorable Mayor and Members of the City Council through City Manager

FROM: Dan St. John, F.ASCE – Director, Public Works & Utilities
Joe Rye – Transit Manager

SUBJECT: Resolution to Adopt Certifications and Assurances and Designation of Authorized Agent to Accept Low Carbon Transit Operations Program Funding (LCTOP) Through the Metropolitan Transportation Commission (MTC) and Caltrans and Authorization to File LCTOP Cycle 3 Application for Operating Funds for Weekday Afternoon Service Enhancements

RECOMMENDATION

It is recommended that the City Council approve a Resolution to Adopt Certifications and Assurances and Designation of Authorized Agent to Accept Low Carbon Transit Operations Program Funding (LCTOP) Through the Metropolitan Transportation Commission (MTC) and Caltrans and Authorization to File LCTOP Cycle 3 Application for Operating Funds for Weekday Afternoon Service Enhancements.

BACKGROUND

The Low Carbon Transit Operations Program (LCTOP) is one of several programs that are part of the Transit, Affordable Housing, and Sustainable Communities Program established by the California Legislature in 2014 by Senate Bill 862. The LCTOP was created to provide operating and capital assistance for transit agencies to reduce greenhouse gas emissions and improve mobility, with a priority on serving disadvantaged communities. Approved LCTOP projects reducing greenhouse gas emissions will support new or expanded bus or rail services, expand intermodal transit facilities, and may include equipment acquisition, fueling, maintenance and other costs to operate those services or facilities.

DISCUSSION

MTC has proposed distribution of new program funding based largely upon existing State Transit Assistance (STA) formulas. STA formulas are indexed to population and fare revenues generated by transit operators. In the first two years of the LCTOP, higher emphasis was placed on revenue generation in lieu of population, which did not work to Petaluma's advantage. Working cooperatively with other small transit operators in the region and MTC staff, a more advantageous distribution formula was agreed upon for Cycle 3, while the region continues to discuss the optimal long-term distribution strategy for these funds. For Cycle 3, Petaluma was

programmed to receive a total of \$62,410 (\$59,618 in population based, \$2792 in revenue based). While it is uncertain, projections for future allocations to Petaluma are approximately \$100,000 annually based on recent auction proceeds and this Cycle 3 distribution formula.

As a condition of funding, all transit operators that wish to receive LCTOP program funds are required to adopt the programs Certifications and Assurances and to designate an Authorized Agent to execute grant documents and funding allocations. Staff have reviewed the required Low Carbon Transit Operations Program (LCTOP) Certifications and Assurances that require project sponsors such as the City to abide by Current LCTOP Guidelines and applicable legal requirements. The Certifications and Assurance obligate the City to comply with specified project administration, reporting, cost principle, and records retention requirements. These requirements are typical for federally and state funded grant programs, and the City is able to comply with the requirements.

The FY 2016-17 allocation of \$62,410 is proposed to be expended on additional bus service in the late afternoons on weekdays. This is the highest priority project in the 2016 Short Range Transit Plan (in progress) and both improves service frequency in the PM peak hours, but also will improve on-time performance and lessen the frequency of missed transfer connections. This expenditure is eligible for LCTOP and the work will be easily delivered in FY 2017 to meet the requirements that these funds be expended in a timely fashion.

The proposed action meets Council Goals: "Improve and Enhance Fiscal Stability and Sustainability".

FINANCIAL IMPACTS

These additional new funds will assist Petaluma Transit in providing a high level of transit service and increasing ridership in future years while maintaining reserves to avoid service reductions during future economic downturns. A dramatic increase over LCTOP funding programmed to Petaluma last year, the Cycle 3 LCTOP funding of \$62,410 is projected to grow to near \$100,000 to Petaluma Transit annually by 2020.

ATTACHMENTS

1. Resolution
2. LCTOP Authorized Agent Form
3. LCTOP Certifications and Assurances Form

**RESOLUTION TO ADOPT CERTIFICATIONS AND ASSURANCES AND
DESIGNATION OF AUTHORIZED AGENT TO ACCEPT LOW CARBON TRANSIT
OPERATIONS PROGRAM FUNDING (LCTOP) THROUGH THE METROPOLITAN
TRANSPORTATION COMMISSION AND CALTRANS AND AUTHORIZING THE
FILING OF AN LCTOP CYCLE 3 APPLICATION FOR OPERATING FUNDS FOR
WEEKDAY AFTERNOON SERVICE ENHANCEMENTS**

WHEREAS, the City of Petaluma is an eligible project sponsor and may receive state funding for the Low Carbon Transit Operations Program (LCTOP) now or sometime in the future for transit projects; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 862 (2014) named the Department of Transportation (Department) or (Caltrans) as the administrative agency for the LCTOP; and

WHEREAS, the Department (Caltrans) has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and

WHEREAS, the City's plans to use the \$62,410 allocated from Cycle 3 for Operating Funds for Weekday Afternoon Service Enhancements, an eligible expenditure of LCTOP funds, ("Project"); and

WHEREAS, the Project is exempt from the requirements of the California Environmental Quality Act ("CEQA") pursuant to section 15275(a) of the CEQA Guidelines because it will increase existing City passenger bus services by adding additional bus service in the late afternoons on weekdays. In addition, the Project is exempt from CEQA pursuant to section 15301 of the CEQA Guidelines as **minor alteration of existing public facilities involving negligible or no expansion of use.**

WHEREAS, the City of Petaluma wishes to delegate authorization to execute these documents and any amendments thereto to the City Manager.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Petaluma:

1. That the fund recipient agrees to comply with all conditions and requirements set forth in the LCTOP Certifications and Assurances document and applicable statutes,

regulations and guidelines for all LCTOP funded transit projects in accordance with the LCTOP Guidelines dated December 19, 2014.

2. That the City Manager is appointed Authorized Agent of the City for purposes of the LCTOP and authorized to execute all required documents of the LCTOP program and any amendments thereto.
3. Staff are authorized and directed to accept on behalf of the City \$62,410 in Cycle 3 of the LCTOP for operating funds for weekday afternoon service enhancements in accordance with all applicable LCTOP requirements.

Authorized Agent

AS THE _____
City Manager

OF THE _____
City of Petaluma

I hereby authorize the following individual(s) to execute for and on behalf of the named Regional Entity/Transit Operator, any actions necessary for the purpose of obtaining Low Carbon Transit Operations Program (LCTOP) funds provided by the California Department of Transportation, Division of Rail and Mass Transportation. This form is valid for Fiscal Year 2014-2015 funds. If there is a change in the authorized agent, the project sponsor must submit a new form. This form is required even when the authorized agent is the executive authority himself. I understand the Board must provide a resolution approving the Authorized Agent. The Board Resolution appointing the Authorized Agent is attached.

John C. Brown, City Manager

OR
(Name and Title of Authorized Agent)

OR
(Name and Title of Authorized Agent)

(Name and Title of Authorized Agent)

(Print Name) (Title)

(Signature)

Approved this _____ day of _____, 20____

Attachment: Board Resolution approving Authorized Agent

Low Carbon Transit Operations Program (LCTOP)

Certifications and Assurances

Project Sponsor: City of Petaluma
Agency Name: City of Petaluma

Effective Date of this Document: _____

The California Department of Transportation (Department) has adopted the following certifications and assurances for the Low Carbon Transit Operations Program. As a condition of the receipt of LCTOP funds, project sponsors (both Project Lead and Contributing Sponsors) must comply with these terms and conditions.

A. General

- (1) The project sponsor agrees to abide by the current LCTOP Guidelines and applicable legal requirements.
- (2) The project sponsor must submit to the Department a signed Authorized Agent form designating the representative who can submit documents on behalf of the project sponsor and a copy of the board resolution appointing the Authorized Agent.

B. Project Administration

- (1) The project lead certifies that required environmental documentation is complete before requesting an allocation of LCTOP funds. The project lead assures that projects approved for LCTOP funding comply with Public Resources Code § 21100 and § 21150.
- (2) The project lead certifies that when LCTOP funds are used for a transit capital project, that the project will be completed and remain in operation for its useful life.
- (3) The project lead certifies that it has the legal, financial, and technical capacity to carry out the project, including the safety and security aspects of that project.
- (4) The project lead certifies that they will notify the Department of pending litigation, dispute, or negative audit findings related to the project, before receiving an allocation of funds.
- (5) The project lead must maintain satisfactory continuing control over the use of project equipment and facilities and will adequately maintain project equipment and facilities for the useful life of the project.

- (6) Any interest the project lead earns on LCTOP funds must be used only on approved LCTOP projects.
- (7) The project lead must notify the Department of any changes to the approved project with a Corrective Action Plan (CAP).
- (8) Under extraordinary circumstances, a project lead may terminate a project prior to completion. In the event the project lead terminates a project prior to completion, the project lead must (1) contact the Department in writing and follow-up with a phone call verifying receipt of such notice; (2) pursuant to verification, submit a final report indicating the reason for the termination and demonstrating the expended funds were used on the intended purpose; (3) submit a request to reassign the funds to a new project within 180 days of termination.
- (9) Funds must be encumbered and liquidated within the time allowed.

C. Reporting

- (1) The project lead must submit the following LCTOP reports:
 - a. Semi-Annual Progress Reports by February 15th and August 15th each year.
 - b. A Final Report within six months of project completion.
 - c. The annual audit required under the Transportation Development Act (TDA), to verify receipt and appropriate expenditure of LCTOP funds. A copy of the audit report must be submitted to the Department within six months of the close of the year (December 31) each year in which LCTOP funds have been received or expended.
- (2) Other Reporting Requirements: ARAB is developing funding guidelines that will include reporting requirements for all State agencies that receive appropriations from the Greenhouse Gas Reduction Fund. Caltrans and project sponsors will need to submit reporting information in accordance with ARAB's funding guidelines, including reporting on greenhouse gas reductions and benefits to disadvantaged communities.

D. Cost Principles

- (1) The project lead agrees to comply with Title 2 of the Code of Federal Regulations 225 (2 CFR 225), Cost Principles for State and Local Government, and 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
- (2) The project lead agrees, and will assure that its contractors and subcontractors will be obligated to agree, that:

- a. Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31, et seq., shall be used to determine the allowability of individual project cost items and
 - b. Those parties shall comply with Federal administrative procedures in accordance with 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments. Every sub-recipient receiving LCTOP funds as a contractor or sub-contractor shall comply with Federal administrative procedures in accordance with 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
- (3) Any project cost for which the project lead has received funds that are determined by subsequent audit to be unallowable under 2 CFR 225, 48 CFR, Chapter 1, Part 31 or 49 CFR, Part 18, are subject to repayment by the project lead to the State of California (State). All projects must reduce greenhouse gas emissions, as required under Public Resources Code section 75230, and any project that fails to reduce greenhouse gases shall also have its project costs subject to repayment by the project lead to the State. Should the project lead fail to reimburse moneys due to the State within thirty (30) days of demand, or within such other period as may be agreed in writing between the Parties hereto, the State is authorized to intercept and withhold future payments due the project lead from the State or any third-party source, including but not limited to, the State Treasurer and the State Controller.

E. Record Retention

- (1) The project lead agrees, and will assure that its contractors and subcontractors shall establish and maintain an accounting system and records that properly accumulate and segregate incurred project costs and matching funds by line item for the project. The accounting system of the project lead, its contractors and all subcontractors shall conform to Generally Accepted Accounting Principles (GAAP), enable the determination of incurred costs at interim points of completion, and provide support for reimbursement payment vouchers or invoices. All accounting records and other supporting papers of the project lead, its contractors and subcontractors connected with LCTOP funding shall be maintained for a minimum of three (3) years from the date of final payment and shall be held open to inspection, copying, and audit by representatives of the State and the California State Auditor. Copies thereof will be furnished by the project lead, its contractors, and subcontractors upon receipt of any request made by the State or its agents. In conducting an audit of the costs claimed, the State will rely to the maximum extent possible on any prior audit of the project lead pursuant to the provisions of federal and State law. In the absence of such an audit, any acceptable audit work performed by the project lead's external and internal auditors may be relied upon and used by the State when planning and conducting additional audits.
- (2) For the purpose of determining compliance with Title 21, California Code of Regulations, Section 2500 et seq., when applicable, and other matters connected with the performance of the project lead's contracts with third parties pursuant to Government Code § 8546.7, the project sponsor, its contractors and subcontractors and the State shall each maintain and make available for inspection all books, documents, papers, accounting records, and other evidence pertaining to the performance of such contracts, including, but not limited to, the costs of administering those various contracts. All of the above referenced parties

shall make such materials available at their respective offices at all reasonable times during the entire project period and for three (3) years from the date of final payment. The State, the California State Auditor, or any duly authorized representative of the State, shall each have access to any books, records, and documents that are pertinent to a project for audits, examinations, excerpts, and transactions, and the project lead shall furnish copies thereof if requested.

- (3) The project lead, its contractors and subcontractors will permit access to all records of employment, employment advertisements, employment application forms, and other pertinent data and records by the State Fair Employment Practices and Housing Commission, or any other agency of the State of California designated by the State, for the purpose of any investigation to ascertain compliance with this document.

F. Special Situations

The Department may perform an audit and/or request detailed project information of the project sponsor's LCTOP funded projects at the Department's discretion at any time prior to the completion of the LCTOP.

I certify all of these conditions will be met.

JOHN C. BROWN, CITY MANAGER (AUTHORIZED AGENT)
City of Petaluma

